

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 20-7

LI 20-7
PERSONNEL
REVISED 30 October 67
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SUBJECT: Personnel Emergency and Locator Records

REVISION: ~~LI 20-800-3 dated 8 December 1960~~

REFERENCE: revised 19 April 1963

1. GENERAL

This Instruction describes the purpose of Personnel Emergency and Locator Records and the procedures to be followed in maintaining these records.

2. POLICY

Current and accurate emergency locator records are essential for obvious need in event of personal emergency. They satisfy other important requirements including the source from which addresses are obtained for use in preparation of employee Wage and Tax Statements, the Agency telephone directory, and a quick-reference locator.

3. RESPONSIBILITY

- a. The Personnel and Training Staff will serve as the central repository and monitor of the Office of Logistics Personnel Emergency and Locator Records.
- b. Each employee of the Office of Logistics is responsible for reporting promptly changes in name, address, zip code, telephone ^{number,} office location, and office ^{extension} ~~phone number~~.

4. PROCEDURES

- a. Employees will report promptly any and all changes, such as those described above, to the administrative assistant or senior secretary in the ~~d~~ division or staff to which they are assigned.

STATINTL

- b. The ~~d~~ivision or ~~s~~taff ~~a~~administrative ~~a~~ssistant will record changes on Form 642, Personnel Emergency and Locator Record, and forward the first copy to the Personnel Officer, Office of Logistics, for verification and signature. The second (temporary suspense) copy will be held by the ~~a~~administrative ~~a~~ssistant until the corrected Form 642 is returned; then it shall be destroyed.
- c. Immediate notification of change in limitation category code as determined by the ~~d~~ivision or ~~s~~taff is imperative, especially prior to TDY or PCS, to back^(one word)~~stop~~ cover established by Central Cover Staff.
- d. The ~~d~~ivision or ~~s~~taff ~~a~~administrative ~~a~~ssistant will prepare Form 642 for newly assigned personnel for whom a form does not already exist, or correct Form 642 ^{hand-carried}~~handcarried~~ by reassigned employees, and forward the form to the Personnel Officer, Office of Logistics, for subsequent forwarding to the Office of Personnel.
- e. When an employee is reassigned across major organizational lines, the ~~d~~ivision or ~~s~~taff ~~a~~administrative ~~a~~ssistant will provide the individual with Form 642 for ^{hand-carrying}~~handcarrying~~ to the gaining component. Upon delivery of Form 642 to the individual, the ~~a~~administrative ~~a~~ssistant will immediately notify the Personnel ^{Training}~~Staff~~, Office of Logistics, in order that central records may be adjusted.
- f. When an employee resigns from the Agency, the ~~a~~administrative ~~a~~ssistant will make a notation to that effect in the "Remarks" section of Form 642 and forward the form to the Personnel Officer, Office of Logistics, for subsequent forwarding to the Office of Personnel.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

LI 20-7

FROM:	EXTENSION	NO.
		DATE

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1.	Executive Officer			
2.	DD/L			
3.	D/L			
4.				
5.				
6.				
	OL/Registry			
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				